

ONE HUNDREDTH REPORT

*American Printing House
for the Blind*

INCORPORATED

LOUISVILLE, KENTUCKY

For the Year Ending

June 30, 1968

ONE HUNDREDTH REPORT

of the

BOARD OF TRUSTEES

of the

**AMERICAN PRINTING HOUSE
FOR THE BLIND**

INCORPORATED

Louisville, Kentucky

For the Year Ending June 30, 1968

OFFICERS FOR 1967-1968



President

J. McFERRAN BARR

Vice President

CHARLES W. ALLEN, JR.

Secretary

and

Vice President and General Manager

FINIS E. DAVIS

Treasurer

FIRST NATIONAL LINCOLN BANK OF LOUISVILLE

Publications Committee

MARJORIE J. FRYE (Exp. 1971), *Chairman*

ETTORE G. ROSATI (Exp. 1968)

J. D. SNEED (Exp. 1969)

HERBERT J. WOLFE (Exp. 1970)

Educational Research Committee

W. LEE JONES (Exp. 1971), *Chairman*

ALFRED HART (Exp. 1969)

D. A. HUTCHINSON (Exp. 1972)

VAHRAM KASHMANIAN (Exp. 1968)

Tangible Apparatus Committee

ELINOR H. LONG (Exp. 1968), *Chairman*

BYRON BERHOW (Exp. 1971)

MAURICE OLSEN (Exp. 1970)

MRS. RUTH CARPENTER (Exp. 1972) ARMIN G. TURECHEK (Exp. 1969)

Corporate Trustees

CHARLES W. ALLEN, JR.

WATSON B. DABNEY

J. McFERRAN BARR

JOHN B. McFERRAN, JR.

CHARLES R. BOTTORFF

BOYCE F. MARTIN

LYMAN C. MARTIN, JR.

Ex-Officio Trustees

The Executive Head of each Public Institution for the Education of the Blind (or his designee), and the Chief State School Officer of each State Department of Education (or his designee) of the United States and its Possessions

SECRETARY'S PAGE

The Annual meeting of the Board of Trustees of the American Printing House for the Blind convened at 12:30 p.m., October 29, 1968, at the Brown Hotel, Louisville, Kentucky, with the following members present:

CORPORATE TRUSTEES

Mr. J. McFerran Barr, President, Louisville, Kentucky
Mr. Charles R. Bottorff, Louisville, Kentucky
Mr. Boyce F. Martin, Louisville, Kentucky
Mr. John B. McFerran, Jr., Louisville, Kentucky

EX-OFFICIO TRUSTEES

Mrs. Helena G. Adamson, Supervisor of Special Education, Washington State Department of Public Instruction, Olympia, Washington.

Mr. R. C. Benton, Superintendent, Mississippi School for the Blind, Jackson, Mississippi.

Mr. Byron Berhow, Superintendent, Washington State School for the Blind, Vancouver, Washington.

Miss Gloria Calovini, Director, Educational Materials Center, Department of Special Education, Illinois State Department of Public Instruction, Springfield, Illinois.

Mrs. Ruth H. Carpenter, Consultant, Visually Impaired, Georgia State Department of Education, Atlanta, Georgia.

Mr. V. R. Carter, Superintendent, Oklahoma School for the Blind, Muskogee, Oklahoma.

Mr. Richard R. Champion, Consultant, Division of Special Education, Colorado State Department of Education, Denver, Colorado.

Mr. John S. Charlton, Director, Division of Pupil Personnel Services, State of Delaware, Department of Public Instruction, Dover, Delaware.

Mr. Clay Coble, Superintendent, Tennessee School for the Blind, Nashville, Tennessee.

Mr. Samuel J. Cole, Superintendent, Governor Morehead School, Raleigh, North Carolina.

Miss Carol Eby, Coordinator of Special Projects, Indiana State Department of Public Instruction, Indianapolis, Indiana.

Mr. W. W. Elliott, President, Alabama Institute for Deaf and Blind, Talladega, Alabama.

Dr. Roger P. Elser, Director, Division of Special Education, West Virginia Department of Education, Charleston, West Virginia.

Mr. C. G. Fairchild, Assistant Commissioner for Vocational Rehabilitation and Special Education, Texas Education Agency, Austin, Texas.

Miss Marjorie J. Frye, Supervisor of Blind and Partially Seeing Children, Massachusetts State Department of Education, Boston, Massachusetts.

Mr. Robert A. Hansen, Superintendent, Iowa Braille and Sight Saving School, Vinton, Iowa.

Mr. Alfred Hart, Consultant, Visually Handicapped Services, Nebraska State Department of Education, Lincoln, Nebraska.

Mr. Jack R. Hartong, Superintendent, Illinois Braille and Sight Saving School, Jacksonville, Illinois.

Mr. Dennis L. Holmes, Director, Educational Services, Virginia Commission for the Visually Handicapped, Richmond, Virginia.

Mr. D. A. Hutchinson, Superintendent, Indiana School for the Blind, Indianapolis, Indiana.

Mr. Frank Johns, Jr., Superintendent, The Oakhill School, Hartford, Connecticut.

Mr. W. Lee Jones, Superintendent, Georgia Academy for the Blind, Macon, Georgia.

Miss Martha Jordan, Associate State Supervisor of Visually Handicapped, North Carolina State Department of Public Instruction, Raleigh, North Carolina.

Mr. Vahram Kashmanian, Director of Educational Services, New Jersey Commission for the Blind, Newark, New Jersey.

Dr. Alton G. Kloss, Superintendent, Western Pennsylvania School for Blind Children, Pittsburgh, Pennsylvania.

Mr. Roy Kumpe, Executive Director, Arkansas Enterprises for the Blind, Little Rock, Arkansas.

Miss Elinor H. Long, Supervisor for the Visually Handicapped, Bureau of Special Education, Pennsylvania State Department of Public Instruction, Harrisburg, Pennsylvania.

Mr. Raymond E. Long, Superintendent, Wisconsin School for the Visually Handicapped, Janesville, Wisconsin.

Mr. William J. McClure, President, Florida School for the Deaf and the Blind, St. Augustine, Florida.

Mr. William J. McConnell, Superintendent, Virginia School at Hampton, Hampton, Virginia.

Mr. Carl McCoy, Director, Rehabilitation Center for the Blind, Florida Council for the Blind, Daytona Beach, Florida.

Mr. George N. McCrea, Superintendent, South Dakota School for the Blind, Aberdeen, South Dakota.

Mr. Floyd J. McDowell, Superintendent, Montana School for the Deaf and the Blind, Great Falls, Montana.

Mr. Guy J. Marchisio, Chief of Children's Services, Connecticut State Board of Education and Services for the Blind, Wethersfield, Connecticut.

Mr. Samuel D. Milesky, Supervisor, Schools for the Deaf and Visually Handicapped, Wisconsin State Department of Public Instruction, Madison, Wisconsin.

Mr. Raymond S. Myers, Consultant, Education of Visually Handicapped, Oregon State Department of Education, Salem, Oregon.

Mr. Maurice D. Olsen, Coordinator, Instructional Materials Center, New York State Department of Education, Albany, New York.

Mr. David W. Olson, Principal, Overbrook School for the Blind, Philadelphia, Pennsylvania.

Mr. Donald W. Overbeay, Superintendent, Ohio State School for the Blind, Columbus, Ohio.

Mrs. Anna C. Perry, Director of Education, Royer-Greaves School for the Blind, Paoli, Pennsylvania.

Mr. Donald J. Pickering, Consultant for the Visually Handicapped, Iowa State Department of Public Instruction, Des Moines, Iowa.

Mr. J. R. Pope, Director, Unit for Blind Multihandicapped Children, Murdoch Center, Butner, North Carolina.

Mr. Edward W. Reay, Superintendent, Idaho State School for the Deaf and the Blind, Gooding, Idaho; also representing Idaho State Department of Public Instruction.

Mr. Jerry L. Regler, Superintendent, Nebraska School for the Visually Handicapped, Nebraska City, Nebraska.

Mrs. Clara H. Robertson, Director, Programs for Visually Handicapped, Kansas State Department of Public Instruction, Topeka, Kansas.

Mr. Ettore G. Rosati, Supervisor, Education of the Blind, Rhode Island State Department of Education, Providence, Rhode Island.

Mr. H. Smith Shumway, Director, Services for Visually Handicapped, Wyoming State Department of Education, Cheyenne, Wyoming.

Mr. Frederick L. Sinclair, Consultant in Education of the Visually Handicapped, California State Department of Education, Bureau for Physically Exceptional Children, Sacramento, California.

Mr. J. D. Sneed, Superintendent, New Mexico School for the Visually Handicapped, Alamogordo, New Mexico; also representing New Mexico State Department of Education.

Mr. Harry M. Talbot, Superintendent, Missouri School for the Blind, St. Louis, Missouri; also representing Missouri State Department of Education.

Dr. Robert H. Thompson, Superintendent, Michigan School for the Blind, Lansing, Michigan.

Mr. Maurice Tretakoff, Director, Hope School, Springfield, Illinois.

Dr. Armin G. Turechek, Superintendent, Colorado School for the Deaf and Blind, Colorado Springs, Colorado.

Mr. Dean W. Tuttle, Supervising Teacher, California School for the Blind, Berkeley, California.

Mr. Melvin Voxland, Superintendent, Minnesota Braille and Sight Saving School, Faribault, Minnesota.

Mr. N. F. Walker, Assistant Superintendent, South Carolina School for the Deaf and the Blind, Spartanburg, South Carolina.

Mr. Herbert J. Wolfe, Superintendent, Maryland School for the Blind, Baltimore, Maryland.

Mr. Charles C. Woodcock, Superintendent, Oregon School for the Blind, Salem, Oregon.

Mr. J. M. Woolly, Superintendent, Arkansas School for the Blind, Little Rock, Arkansas, also representing the Arkansas State Department of Education.

The following Ex-officio Trustees were in attendance at Committee Meetings and Informal Meetings, but circumstances were such that they were unable to attend the Formal Meeting of the Board of Trustees on Tuesday, October 29:

Mr. John P. Best, Superintendent, Texas School for the Blind, Austin, Texas.

Dr. Faye M. Brown, Consultant, Program for Exceptional Children and Youth, Alabama State Department of Education, Montgomery, Alabama.

Mr. L. P. Howser, Superintendent, Kentucky School for the Blind, Louisville, Kentucky.

Mr. Herbert D. Jeffrey, Superintendent, North Dakota School for the Blind, Grand Forks, North Dakota.

Mr. Leland C. Sanborn, Superintendent, New York State School for the Blind, Batavia, New York.

Mr. Joseph H. Todd, Assistant Director, Physically Handicapped, Division of Special Education, Ohio State Department of Education, Columbus, Ohio.

Following the luncheon, President Barr opened the Meeting by extending a cordial welcome to all in attendance and expressed appreciation, on behalf of the Local Trustees and Printing House staff, to the Ex-officio Trustees for their presence and continued interest in assisting the Printing House in providing the best service possible to the blind under the Act, "To Promote the Education of the Blind."

Mr. Barr mentioned that members of the staff at the American Printing House for the Blind were in attendance, as guests, at the Formal Meeting of the Board for the first time.

In order that all might know who was in attendance at the Meeting, Mr. Barr asked that each person present stand and announce his or her name and position held in the field of education of the blind.

The Reports of the President, Publications Committee, Educational Research Committee, Tangible Apparatus Committee, and the Vice President and General Manager were read and, upon motions duly seconded and passed, were approved and ordered published in the Annual Report.

Mr. Durward A. Hutchinson, Chairman of the Nominating Committee, consisting of Miss Marjorie J. Frye, Miss Elinor A. Long and himself, placed in nomination the names of the following Ex-officio Trustees, who were duly seconded and elected:

Publications Committee:

Dr. Roger P. Elser, Director, Division of Special Education, West Virginia Department of Education — for a term of 4 years.

Mr. John P. Best, Superintendent, Texas School for the Blind — for a term of 5 years.

Miss Marjorie J. Frye, Supervisor of Blind and Partially Seeing Children, Massachusetts State Department of Education — as Chairman for a term of 1 year.

Educational Research Committee:

Mr. Vahram Kashmanian, Director, Educational Services, New Jersey Commission for the Blind — for a term of 2 years.

Mr. Fred L. Sinclair, Consultant in Education of the Visually Handicapped, California State Department of Education — for a term of 5 years.

Mr. W. Lee Jones, Superintendent, Georgia Academy for the Blind — as Chairman for a term of 1 year.

Tangible Apparatus Committee:

Miss Martha Jordan, Associate State Supervisor of the Visually Handicapped, North Carolina State Department of Public Instruction — for a term of 5 years.

Dr. Armin Turechek, Superintendent, Colorado School for the Deaf and Blind — as Chairman for a term of 1 year.

There being no further business the Meeting adjourned at 2:45 p.m.

Respectfully submitted,

FINIS E. DAVIS, *Secretary*

REPORT OF THE PRESIDENT

October 29, 1968

It is always a pleasure for me to welcome our Ex-officio Trustees to the Annual Meeting. Your counsel and guidance given at these Annual Meetings, and throughout the year, contribute a very great deal to the success of the Printing House in meeting the educational needs of the blind children throughout the nation, under The Act "To Promote the Education of the Blind". It is an inspiration to see such a fine representative group in attendance this year.

On behalf of the Corporate Board it is also my privilege to report that 1968 has again continued to show a decided increase in the services which the Printing House provides. For the first time in its history, the total value of products distributed passed the \$3,000,000 mark, representing an increase of nearly \$360,000 (or 12 per cent) over 1967. In the way of a brief statistical review of our rapid growth in production and services to the blind during the past ten to fifteen years, I should like to present the following figures:

In 1953, the *net worth* of the institution was \$1,550,000; in 1958 it was \$2,350,000; as of June 30th last it was \$6,900,000; while the current net worth is well over \$7,000,000.

The *number of employees* in 1953 was 180; in 1958 it was 234; today it is 435.

The *value of products distributed* in 1953 was \$775,000; in 1958, \$1,162,000; and, in 1968 it was \$3,160,000.

The *amount of quota appropriation* from the Federal Government in 1953, was \$185,000 (giving a per capita of \$29.17 covering 6,343 pupils); in 1958 the quota appropriation was \$338,000 (with a per capita of \$30.23 covering 11,183 pupils); while for 1968 the total appropriation was \$1,350,000 (with a per capita of \$59.26 covering 19,575 pupils).

In 1953, the Printing House had an *Endowment Fund* of only \$2,200. Five years later in 1958, this had been increased to \$200,000. As of June 30th of this year the Fund amounted to \$1,500,000.

In January, 1958, the Printing House started recording a Talking Book edition of *Newsweek Magazine*, with an initial production of 250 copies per week comprising four, 12" records recorded at 33-1/3

rpm, at a yearly cost of \$185.00 per subscription. Currently, we are producing 7,500 copies weekly, of a 1-record edition operating at 8-1/3 rpm, at a yearly cost of only \$28.50 per subscription!

Similarly, in 1958 we were producing 3,500 copies of the recorded edition of *The Reader's Digest*, in 9 records recorded at 33-1/3 rpm, at an annual cost of \$33.00 per subscription. In 1968 we are producing 10,000 copies per month, recorded in 2 records at 8-1/3 rpm at a yearly price of \$12.00 per year!

Perhaps the financial figure which encourages your Local Board the most is that the value of finished-goods inventory at the end of the 1968 fiscal year was just about the same as for 1967, which itself was down from the year before. It is our sincere hope that this indicates a leveling-off of past continued skyrocketing of annual finished-goods inventories, with the attendant problems of storage and capital investment, without at the same time diminishing the ability of the Printing House to provide materials when they are needed.

Last year we reported to you plans for the expansion of our educational research and developmental efforts, including the establishment of an Instructional Materials Center through a Federal Grant for this purpose. Additionally, we stated that we had plans to coordinate the two departments, particularly with reference to educational research and the development of educational devices and materials. All of these plans have materialized, and there is now a close coordination between the Department of Educational Research and the Materials Center. At the present time, the Printing House is the recipient of some \$475,000 worth of grants in the various departments. Additionally the Printing House itself has set aside some \$30,000 of its own funds in order to broaden and strengthen the work of the Department of Educational Research. We look forward to increased effective activity in these areas.

I also reported to you last year on two computer projects related to Braille translation which were in process. The first was the development of a program to translate mathematical and scientific materials in accordance with THE NEMETH CODE OF BRAILLE MATHEMATICS AND SCIENTIFIC NOTATION. Currently, this project has had to be set aside, since the 1965 edition of the Nemeth Code is now in the process of revision by the Braille Authority. In the meantime, an evaluation is being made of

the possibilities and/or limitations of the INTERNATIONAL CODE OF BRAILLE MUSIC NOTATION being programmed for computer translation. At this time, we do not know the answer on this point, although we are well aware of the need to somehow meet the need for the production of more Braille music selections.

We have encouraging news about the possibility of producing Braille books from ink-print typesetter tapes. As a cooperative effort of the Sensory Aids Research and Development Center at MIT, the Library of Congress, and the Printing House, within the next few weeks the first book so produced through the APH computerized Braille translation system at the Printing House will be released at about the same time as its ink-print counterpart.

It is very satisfying to the Local Board, and I am sure it is to you, to be a part of the progress made at the American Printing House from year to year. In addition to the compositor's tape project just mentioned, Mr. Davis will, perhaps, comment in some detail on several other developments during the year such as publication of the Central Catalog, development of a new electronic speed control which will permit the blind student to play tapes or records at any speed he may wish, the design of a new transistor integrated circuit talking book machine, several new aids and research in stereo recordings that will, no doubt, make a great impact on education and work for the blind in the future.

In closing, I should like to extend to our Ex-officio and Corporate Boards, Mr. Davis, and the staff of the Printing House, my sincere thanks and appreciation for their guidance and efforts towards extending the services of the Printing House on behalf of all blind people.

Respectfully submitted,

J. MCFERRAN BARR, *President*

REPORT OF PUBLICATIONS COMMITTEE

October 29, 1968

The annual fall meeting of the Publications Committee of the American Printing House for the Blind convened at 9:15 a.m., October 26, 1968, in the Conference Room, American Printing House for the Blind, Louisville, Kentucky, with the following members present:

Miss Marjorie J. Frye, Chairman
Mr. Ettore Rosati
Mr. J. D. Sneed
Mr. Herbert J. Wolfe

Members of the American Printing House Staff in attendance were as follows:

Mr. Finis E. Davis, Vice President and General Manager
Miss Marjorie S. Hooper, Editor
Mrs. Dorothy Bryan, Assistant Editor-
Field Representative
Mr. Ralph McCracken, Assistant Editor-
Field Representative
Mr. Carl J. Lappin, Textbook Consultant and
Director, IMC
Mr. Virgil E. Zickel, Plant Manager
Miss Jane T. Kent, Office Manager
Miss Hazel Maffet, Head, Magazine Circulation
and Fund-raising
Dr. Carson Y. Nolan, Director, Educational
Research Department
Miss June Morris, Associate, Educational Research
Department
Miss Annette Bettinger, Consultant, Evaluation
and Development, IMRC

Also present were 40 to 50 Trustees and guests, who took part in the discussions and considerations before the Committee.

Following the welcome to those present by Mr. Finis E. Davis, Miss Hooper read the Minutes of the Meeting of October 21, 1967, which were accepted as read.

Miss Hooper then presented the Annual Report of the Editorial Department, which, following discussion, was unanimously approved. Highlights of the report and of ensuing discussions were as follows:

1. A progress report on the production of all titles approved for publication in October, 1967 and June, 1968, showing titles had been delivered on time as promised, except in cases of late or non-receipt of copy from the ink-print publishers.

2. Problems engendered in the Braille embossing and proof-reading department by the non-receipt of copy for the collegiate dictionary which will be the first one at the college level to be made available in Braille. The cost of the original plate-making is being undertaken jointly by the Division for the Blind and Physically Handicapped of the Library of Congress and the Printing House.

3. Changes in production schedules by the Library of Congress, resulting in a gap between May and October from lack of previously projected work. To fill in this gap, the Editorial Department, with the help of several school librarians, had chosen a long list of titles which should enhance school libraries.

4. A report on progress achieved in the development of a new process for producing large type materials in small editions. Mr. Virgil Zickel presented samples of a "direct image" process for which the Printing House has purchased and installed the necessary equipment for the manufacture of materials in editions of 5 copies at a current cost of 18 cents per page, including binding. This process can also be used to prepare books in 1-copy editions or up to 50 copies, with proportionate increases or decreases in costs of individual books. Mr. Davis allowed that the Printing House would be willing to experiment with printing no less than 5 copies by this method, putting into stock the four remaining copies if only one had been ordered, and advertising those in stock to others. Thus, an order for one copy might be filled for the same cost as for each of those in a five-copy edition.

Production of materials in lots of 5 or less copies will be done on a special order basis. Those interested should submit a

copy of the book desired, together with a statement of number of copies desired. The Printing House will then offer estimates, samples, and suggestions concerning the possible qualitative outcome of the specific book. It was also recommended that the Printing House prepare a style sheet indicating different type sizes as conceived by the Printing House.

5. Progress in embossing new music plates, covering 39 titles during the 1968 fiscal year and the first quarter of the current fiscal year. Work is now getting under way on the list of music selections recommended by the AEVH Music Workshop, on a 50-50 time basis with requests for music publishing from the Library of Congress.

6. A report on the inability of the Printing House to meet the need for reprints in both Braille and large type for school opening because of late receipt of the bulk of orders after the June 1st deadline. It appears extremely difficult to solve this problem since many schools do not ascertain their needs by June 1st. It was suggested that there might be more likelihood of residential schools meeting the deadline than public schools.

7. Discussion of previously expressed need for desk-sized large type atlases. Mr. Ettore Rosati and Mr. Guy Marchisio reported no success in their search for such materials, and it was recommended that the matter be referred to the Tangible Apparatus Committee.

8. Report on the projected publication of new catalogs. Miss Hooper advised that every attempt would be made to discontinue textbooks of very old copyrights. Present prices of all items in current catalogs will be maintained, except for a few items of tangible aids. The prices of new items must be increased because of advancing costs of labor and raw materials.

Before ending the discussion of Miss Hooper's report, Mr. Davis expressed appreciation as to the great amount of help given by the Library of Congress, particularly in underwriting costs of certain special materials.

Committee members thanked Miss Hooper for her excellent and comprehensive report.

Mr. Carl Lappin, as Textbook Consultant, then presented the following lists of textbooks for approval for publication in both Braille and large type during the coming year.

LIST I — PRIMARY LIST PROMISED AUGUST, 1959:

AMERICAN HISTORY:

HISTORY OF A FREE PEOPLE. Bragdon, et al. Macmillan, 1967.
XII. (With ATLAS)

WORLD HISTORY:

MEN AND NATIONS. Mazour, et al. Harcourt, 1968. H.S. (With ATLAS)

APPLIED BUSINESS MATHEMATICS. Piper, et al. Southwestern, 1965

MANKIND IN TIME AND PLACE SERIES. Cooper, et al. Silver, 1969:

LEARNING TO LOOK AT OUR WORLD. IV. (With ATLAS)

THE CHANGING NEW WORLD, NORTH AND SOUTH AMERICA. V.
(With ATLAS)

THE CHANGING NEW WORLD, UNITED STATES AND CANADA. VI.
(With ATLAS)

LEARNING ABOUT LATIN AMERICA. VI-VII. (With ATLAS)

CHANGING OLD WORLD. VI-VII. (With ATLAS)

PSYCHOLOGY; its principles and applications. Engles and Shellgrove.
Harcourt, 1969. H.S.

FACTS ABOUT NARCOTICS AND OTHER DANGEROUS DRUGS. Vogel, et al.
Sc. Res. Asso., 1951. VII-XII.

TARGET SERIES FOR SLOW LEARNERS. Mafex, 1962-63:

CITIZENSHIP; I LIVE IN MANY PLACES. Matayas, et al.

STUDENT ACTIVITY BOOK

EMPLOYMENT; PETE SAVES THE DAY and

THE JOKE THAT WASN'T FUNNY, Matayas, et al.

STUDENT ACTIVITY BOOK

FAMILY LIVING; THE OLD SHOE MYSTERY. Michelangelo, et al.

STUDENT ACTIVITY BOOK

LIST II — SECONDARY LIST, TO BE COMPLETED
AS TIME ALLOWS:

ENGLISH:

GUIDE TO MODERN ENGLISH: 7. Blough, et al. Scott, 1968. VII.

GUIDE TO MODERN ENGLISH: 8. Blough, et al. Scott, 1968. VIII.

LITERATURE (Slow-learners):

ADVENTURES FOR YOU. Pumphrey, et al. Harcourt, 1968. VII.

ADVENTURES AHEAD. Kincheloe, et al. Harcourt, 1968. VIII.

ADVENTURES FOR TODAY. Christ, et al. Harcourt, 1968. IX.
ADVENTURES IN LIVING. Potel, et al. Harcourt, 1968. X.

BUILDING THE MODERN WORLD. Reich, et al. Harcourt, 1969. IX-X.
(Slow learner)
ATLAS

BUILDING THE AMERICAN NATION. Reich, et al. Harcourt, 1968. VII-VIII.
(Slow learner)
ATLAS

ECOUTER ET PARLER: 1st COURSE. Cete, et al. Holt, 1968. H.S.
ENTENDER Y HABLAR: 1st COURSE. LaGrone, et al. Holt, 1968. H.S.
EN LAS AMERICAS: 2nd COURSE. LaGrone, et al. Holt, 1966. H.S.

In considering the list, which was approved in its entirety, the following recommendations were made:

1. That Mr. Lappin investigate possibilities of obtaining and providing information in the field as to extent of revision changes in ink-print textbooks.

2. That the Printing House advertise its large type productions to groups working with other handicapped students, such as the perceptually handicapped and the disadvantaged. A continuing need for research in this educational direction was indicated.

3. That the Printing House set up a special large type exhibit at this year's CEC Conference in order to acquaint educators of slow learners and other handicapped students with its materials.

4. That Mr. Lappin seek a popular senior high school book to be produced on tape only, since it is the feeling of those present that this medium is good pre-training for college students and also can be used for students who cannot learn to use either Braille or large type.

Appreciation was expressed to Mr. Lappin for his recommendations and for his willingness to follow through with suggestions made by the Committee.

Miss Frye reported on recent correspondence pursuant to inquiries initiated last year by Mr. Charles Watson as to co-

operation by CEC and the National Society for the Prevention of Blindness in recommending improved quality of books by ink-print publishers. Action did not seem to be within the purview of the CEC Publications Committee. However, CEC may review the matter. Since the American Foundation for the Blind has assumed responsibility for the educational consultation program formerly conducted by the National Society for the Prevention of Blindness, Mr. Bill Underwood reported that AFB is interested and willing to coordinate a concerted effort to make appropriate recommendations to ink-print publishers. Towards this end, Committee Members agreed to meet with Mr. Underwood to prepare a list of possible cooperating agencies and representatives of each who will be invited to serve on an advisory committee for the project.

Under *New Business*, the following matters were discussed:

1. Mr. Lappin presented copies of *KNOW YOUR WORLD*, a weekly newspaper in reasonably large type, published by American Education Publications, suggesting that it be made available in Braille for slow learners. The Committee recommended that it be advertised and Brailled if sufficient orders are received.

2. Mr. Lappin also presented lists of recommended titles from the North Carolina State Department, the Nebraska School for the Blind, and the Maryland School for the Blind. He will consider all of the lists as to possibilities of production and will confer with the Library of Congress. It was also pointed out that the American Printing House could duplicate tapes on loan for duplicating purposes, and might also do some original tape recording of specific titles as an experiment.

3. Miss Hooper presented a letter from Mrs. Myrtis Jones, 1968 Chairman of the AEVH Library Science Workshop, requesting that APH preprocess all library books, both Braille and recorded, for school libraries. It was recommended that Mrs. Jones be advised that a meeting should be promoted among representatives of the Printing House, the Library of Congress, AEVH, Instructional Materials Centers and other large depositories in order to assess merits and problems of the proposal, with the particular goal of uniformity.

4. Miss Hooper also presented a letter from Carl J. Davis, enclosing the report of the AEVH Social Studies Workshop last June. Criticisms made in the report were relative to difficulties and inadequacies of APH Braille maps. It was decided that the Educational Research, Editorial, and other appropriate Departments of the Printing House should study the problem as a joint project.

5. Mrs. Ina Kurzahls of the Utah School for the Blind expressed her hope that research might be undertaken regarding the structure of Braille materials for children who have difficulty with regular Braille book formats. She was advised that the Instructional Materials Research Center of the Printing House is now undertaking a project concerning reading readiness materials which might be relevant to her interest.

As there was no further business to come before the Committee, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

MARJORIE J. FRYE, *Chairman*

REPORT OF THE EDUCATIONAL RESEARCH COMMITTEE

October 29, 1968

The Educational Research Committee met in the conference room at the American Printing House for the Blind on Sunday, October 27. The meeting was called to order by its Chairman, Mr. Lee Jones, at 1:40 P.M. Other members present were Mr. Alfred Hart, Mr. Vahram Kashmanian, and Mr. Durward Hutchinson. Members of the Printing House Staff participating were Mr. Finis E. Davis, Vice President and General Manager; Dr. Carson Y. Nolan, Director, Department of Educational Research; and Miss June E. Morris, Research Associate, Department of Educational Research. Approximately 75 visitors were in attendance.

After a few preliminary remarks by Mr. Jones and Mr. Davis, Dr. Nolan was called upon to read the department's annual report. This report covered general activities of the department, specific research activities undertaken, the department's reference service, and papers presented and publications written by department personnel during the year. Following is a summary of the report.

General Activities

The theme of the research program during Fiscal 1968 continued to be communication; however, the emphasis has shifted from behavioral areas to materials development with the Director spending about half of his time assisting in the growing research and development effort occurring within the framework of the Instructional Materials Reference Center. Additionally, the department has worked closely with the Recording Department in the continuation of listening research and in the development of hardware relating to recordings.

It was reported that during the year, the APH Board of Trustees provided resources for broadening the research program. It is hoped that a long-range program of basic research in tactile perception, as relevant to education of the visually handicapped, can be initiated as a result of this action. Staffing remains a problem.

Progress in Specific Research Activities

1. READING AND LISTENING IN LEARNING BY THE BLIND

At midyear the U. S. Office of Education awarded APH a substantial grant which will provide for a four-year program of research to develop an aural study system specifically designed for use by the visually handicapped.

During this year, three phases of the project have been undertaken.

a. Task analysis of study through listening—A thorough analysis was made of the processes involved in studying from recorded textbooks. This information was then used to generate tentative specifications for the design of playback equipment.

b. Design of playback equipment — This work is being conducted by the Recording Department and is in accord with those specifications for physical size and operating characteristics evolving from the task analysis.

c. Application of stereophonic recording techniques to recording indexing — Place-finding is a major problem in use of recordings for study purposes. With stereophonic recording techniques, two tracks are included in one groove. Preliminary work has been completed by the Recording Department in which indexing information is recorded in one groove while content material is recorded in the parallel groove. This provides the means for finding one's place on a disc rapidly and accurately.

Research and development activities planned for Fiscal 1969 include:

a. Completion of development of playback equipment — User tests will be conducted and the job of studying re-analyzed using this new equipment.

b. Definitions of formats for materials to be used in the aural study system — Textbook analyses and consumer surveys will be used to determine the parts of textbooks that can best be used in recorded form and the parts that can best be used in written form.

c. Comparison of listening and reading as a means of learning by low IQ blind students — The possibility that the relative efficiency of listening over reading as a means of learn-

ing may be greater for this group than for students of normal or above normal mental ability will be experimentally tested.

d. Further verification of the greatest efficiency of listening over reading as a means of learning — If time is held constant, students will be able to listen to material two or more times while it is read once. Consequently, learning for material heard should be greater than for that read. This hypothesis will be tested.

e. Motivation and the comprehension of compressed speech — Recent research at APH, in which motivation of subjects was emphasized showed comprehension for material heard at regular rates to be consistently superior to comprehension of material heard at compressed rates. As previous research in which motivation was not controlled reported no difference in learning between compressed and regular material, further research is planned in this area in which motivation will be carefully controlled.

2. RESEARCH IN BRAILLE READING

A monograph describing the results of the long-term research project on perception in Braille word recognition has been completed and is at the publishers. One important outcome of this study was the development of a theory of perception in Braille reading. This theory demands a decoding approach to teaching reading which is directly in contrast to the whole-word and/or whole-sentence approach to teaching Braille reading that has been adopted by about two-thirds of the teachers of blind children in the United States today.

During Fiscal 1969 it is planned to explore approaches to implementing this theory through design and trial use of special teaching materials and special teaching techniques.

3. NON-VERBAL TACTILE COMMUNICATION

Sets of legible symbols for points, lines, and areas were combined in six pseudo-maps in which horizontal distance between symbols and vertical distance were varied. For areas, no differences among the conditions were found; however, for points and lines the conditions providing maximum symbol separation and maximum differentiation among symbol height provided greatest legibility.

During Fiscal 1969 an exploratory study of conceptual problems in map-reading will be made in which blind students will be required to verbally define concepts related to map-reading and to express such concepts operationally wherever possible. This will provide direction for future research and development on problems of map-reading.

Research Reference Service Activities

During Fiscal 1968 three major bibliographies were accumulated or revised. These include a Bibliography on Research on the Visually handicapped, a Bibliography on Tests and Testing of the Blind, and a Bibliography of Research on Braille. As the emerging services of the International Reference Information Service (IRIS) of the American Foundation for the Blind and the Educational Resources Information Center (ERIC) of the U. S. Office of Education overlap considerably with this service, it is planned to thoroughly analyze and evaluate the department's continued involvement in this type service.

After some general discussion of the report by Committee members and visitors, the meeting was adjourned at 2:30 P.M.

Respectfully submitted,

LEE JONES, *Chairman*

REPORT OF THE TANGIBLE APPARATUS COMMITTEE

October 29, 1968

The Tangible Apparatus Committee met at 3:00 P.M., October 27, 1968 at the American Printing House for the Blind. In addition to Committee members, all of whom were present, the American Printing House was represented by Mr. Davis, Mr. Zickel, Mr. Lappin, and Dr. Nolan. Many guests were also in attendance.

Mr. Zickel reported on the general production of tangible apparatus and reviewed the progress in development of items previously evaluated and approved by the Committee. Mr. Lappin's report dealt primarily with the APH Instructional Materials Reference Center, its investigation of teacher-made and commercially-made materials which might be suitable for use with blind children, and the role which the Tangible Apparatus Committee will eventually play in this activity. Dr. Nolan spoke informally of the role of the Committee in relation to educational research.

The Committee reviewed the following specific items: (1) Adapted Judy Clock, (2) Abacus Clip, (3) Braille Bowling Scorer, (4) Zipper Thermometer, (5) Set Theory Kit, and (6) Metric Ruler.

It was recommended that the above items be further investigated in consideration of production needs, and, in some cases, minor adjustments as suggested by Committee members; however, that when these matters were resolved to the satisfaction of APH technical staff, production should proceed without re-submitting to the Committee for further review.

Action regarding the Overbrook handwriting manual, however, was withheld pending further field-testing to determine its overall merit.

Individual Committee members suggested investigation and possible production by APH of (1) Braille program cards for use in the more popular programmed learning devices, such as Lan-

guage Master and EFI; (2) preschool and primary materials suitable for the blind, the low-visioned, and the visually impaired with additional handicaps, such as the Barbara Dorward materials; (3) an electric Braillewriter; (4) a tool kit to accompany the aluminum diagram sheets; (5) an adapted cassette tape recorder; (6) an interpoint slate similar to those popular abroad; and (7) additional science models. APH Staff indicated that they are already considering materials that may be of value in some of these areas. Committee members expressed particular concern for problems in meeting the needs of children with multiple handicaps and urged that any investigative effort under way be stepped up so that appropriate materials and devices can become available for the children at the earliest possible time.

The Committee commends the Printing House for its excellent response in promptly meeting the demands for tangible apparatus this past year. It is also pleased with the effort being made by APH, especially the IMRC and Research Department, as these programs relate to tangible materials and equipment. The Committee appreciates the cooperation of the APH staff and wishes at this time to reaffirm its willingness to be of assistance in facilitating field-testing, locating items which seem to offer potential for use with blind children, identifying problem areas needing more attention, and in performing any other functions which may help make more tangible aids available for the blind children of the nation.

Respectfully submitted,

ELINOR H. LONG, *Chairman*

REPORT OF THE VICE PRESIDENT AND GENERAL MANAGER

October 29, 1968

It is always a pleasure to welcome our Ex-officio Trustees to our Annual Meetings. Many of you are here today for the first time; many others have been with us often. To each one of you, I hope it has been possible during these past few days for you to communicate with us to your satisfaction, and that what we have tried to communicate to you has been meaningful. Having our Ex-officio trustees with us for a period of time each year is the biggest resource the Printing House Staff and I have in helping us to help you. Thank you for being with us.

Mr. Barr has presented to you a number of pertinent figures about the expansion of the Printing House during the past 10 to 15 years. I will probably give in my report more detailed information on some of these figures and facts. In so doing, may I assure you that, while our Staff is proud of whatever progress has been made, we are all deeply dedicated to increasing the services and the number of useful products we can provide which will be of benefit to the children we serve through Federal Act, as well as to all blind persons in the United States.

Last year we advised you that it might be necessary to make some rather drastic changes in prices. In the meantime, we have held off publishing new catalogs, which are badly needed, waiting to see what the effects of increased wages and salaries, due to the increase in minimum wage law, as well as increases in cost of raw materials, might require. At this time we would like to announce that we shall publish new catalogs in all categories early in 1969. There will be no price increase for those books and devices already listed in our catalogs as of now, except for certain items of tangible apparatus. However, all future publications and devices added to our catalogs will reflect increased costs. As noted, certain long-time items in our Tangible Apparatus Catalog will be increased in price, because of changes in costs of labor and raw materials and/or methods of production. It should probably also be mentioned that our inventory in any one item of tangible apparatus is far less than in Braille and some of our other items of production, and we must

meet the full impact of increased cost immediately. It is also interesting to note that the recent change in the Library of Congress program to serve additional handicapped people has increased our volume of production and sales in some phases of our work, such as Braille and Talking Books, and this greater volume of production has helped to off-set some of our increases in cost of labor and materials. We shall try to get the new catalogs into your hands as early as possible in 1969.

During the past year it has been possible to coordinate the research and developmental work of our Instructional Materials Center with the Department of Educational Research. Additionally, the Director of the latter Department is now providing general supervision to most all of the research work in all departments of the Printing House. This we feel will strengthen our research activities, since many grants received involve more than a single department. Additional personnel has been added, and a number of Peabody College research interns are participating in our programs this year.

In late August, the Instructional Materials Center published a printed catalog of every entry in the Central Card Catalog of Volunteer-produced Books at that time. This is an enormous listing, covering some 30,000 entries, and it is the first time in history, I believe, that such a complete listing of volunteer-produced textbook materials for the visually handicapped has been available for ready reference. Only 350 copies were published, and these have been placed in the hands of the Ex-officio Trustees, libraries for the blind, and certain other key resources. From time to time, supplements to this Catalog will be issued as necessary.

Two improved items of tangible apparatus are shortly to be made available. These are the new transistorized, variable-speed Talking Book reproducer and a further adaptation of the Sony 105 tape recorder which will not only provide for a tone-indexing system, but a variable-speed motor as well. Actually, we had hoped to have both improved machines available for distribution before this, but our delay has been due to delay in receipt of parts from the original manufacturers.

The talking book reproducer is a totally new design. It will be small in size, light in weight, and incorporates many new features which should make it very easy to use. The case is of well-styled luggage type of very sturdy construction, with heavy metal fittings and trim. The pick-up arm is of totally new design, engineered in the laboratories of the E. F. Andrews Foundation. This pick-up arm provides location of the start of any size phonograph record and completely protects the record from accidental damage or scratches from the needle while playing. The amplifier is of the latest solid-state design, incorporating an integrated circuit providing an output power of two watts, which is more than adequate to play the new 8-1/3 RPM records. This amplifier is much more dependable than the old tube type, and should withstand very rough handling. The speaker is of a new compact polyfoam type that requires only a small cabinet baffle to produce a good sound. The use of this type speaker contributes greatly to the compactness of the new reproducer. The reproducer will be offered with or without the new electronic speed control. It is our expectation at this time that both machines will be available in quantity early in 1969.

As we have discussed with you many times, we have been searching the commercial printing field for a large type printing process suitable for short runs of as low as 5 copies, with reasonable quality, and at an acceptable price. During the spring we found what we though would meet these requirements, purchased the necessary equipment, and are now producing a number of textbooks on individual order at a cost of 18 cents per page. This process makes no attempt to clarify pictures or other art work, or to repage the original ink-print copy, but is a direct-image method of reproduction, and uses a Perfect binding (like that used in telephone books). I should also like to report that we are now able to produce as low as 50 copies of any particular title, using pretty much our conventional methods of large type printing and binding, at our regular catalog prices based on from 150-200 copies of a particular book. We hope these new developments will go a long way towards meeting the need for large type materials.

Last year, our Braille Department produced a total of 157,-526 plates. This is the second highest record in our history, and could have been much higher if we had had more work in hand.

Unfortunately, several things happened which were beyond our control: The copy for the new collegiate dictionary which we are going to Braille was originally promised for March, then set back until June, July and August, and once again to October. At this writing it has still not been received. (We had, of course, originally taken this project into account when scheduling the program for the Braille embossing and proofreading departments for the year, and would have had some 13,000 of these plates already made by this time if copy had arrived when scheduled.) Additionally, the Library of Congress has reorganized its production schedules, and there has been a gap of four months when no new work was received. It is our hope that the Library will shortly be on a specified program of production which we can work into our schedule.

Before leaving the Braille Department, I do want to advise that the embossing, proofreading, and printing and binding of 165 copies of DORLAND'S MEDICAL DICTIONARY, 25th Edition, in 49 large volumes, has just been completed. This is the second largest single Braille project in Printing House history, the largest, of course, being the publication of THE WORLD BOOK ENCYCLOPEDIA, in 145 volumes. The forthcoming collegiate dictionary is expected to require 70 volumes.

Our greatest increases in production during the year were in the recording, pressing, and tape department: total records pressed were 3,159,355, a 75% increase over previous year; total tapes duplicated were 20,769, a percentage increase of 340% over the previous year.

A year ago, we submitted to you sample forms we proposed to use in taking the pupil registrations for quota purposes. The new system was put into use for the January, 1968, registrations. We hope this new procedure has greatly aided you in sending in the necessary information; we know it has expedited much of the work at our end. While we were changing the forms we broke down the grade level classification formerly called "Ungraded," so that it would be possible to differentiate between specific educational problems of the multi-handicapped blind, i.e., the deaf-blind, the cerebral palsied, the retarded, the emotionally disturbed, visually handicapped children with learning disorders, etc., etc. A summary of this information was sent

to everyone in mid-September showing a startling, and tragic, figure of 3,375 multi-handicapped blind children on our school rolls (out of a total of 20,266) even before we meet up with the expected deluge of rubella children in the next year or two.

As has been true for the past several years, it was not possible to send you notification of the quota allocations on July 1st, simply because the appropriation had not been passed by the Congress. We received word in early October that the H.E.W. Bill had passed by both Houses of Congress and that our appropriation had been approved by both Houses in the same amount of \$1,340,000, which will provide a per capita allocation of \$62.91 for a total of 20,266 pupils, plus the usual \$75,000 for administrative and advisory services. Prior to passage of the Bill, we have continued to honor quota orders up to, but not beyond, the individual allocations for the 1968 fiscal year. We are glad we could advise you of your final quota allocation prior to your arrival here.

During this year, two of our most dedicated and loyal employees retired from work at the Printing House. Mr. Billy Molter served 48 years as Leader in the Ink-print Department, and Mr. Albert Morriss has served 48 years as Foreman in the Bindery Department. I should like to express sincere appreciation to them for their outstanding contribution to the success of the American Printing House during these many years, and wish for them continued good health and much happiness in their retirement.

In closing, I extend my heartfelt thanks to Mr. Barr and the Local Board, the Ex-officio Trustees, and the entire staff of the Printing House for their guidance and support. Without this continued help and resources, it would be an impossible task to manage the affairs of the Printing House. My deep appreciation goes to all of you.

Respectfully submitted,

FINIS E. DAVIS

*Vice President and
General Manager*

PRODUCTION RECORDS FOR THE FISCAL YEARS 1966-1968

<i>Press-Braille Publications:</i>	1965-66	1966-67	1967-68
Number of Plates Sterotyped	156,680	146,486	157,526
Number of Titles Embossed:			
Literary	324	378	345
Music	43	95
Magazines	687	705
Number of Pages Printed	58,921,940	58,469,048	57,342,676
Number of Volumes Bound:			
Limited Binding	139,677	139,965	134,109
Number of Pamphlets Published:			
Pressboard Covers	208	50
Jute Covers	37,042	36,738	43,977
Paper Covers	31,830	56,480	26,291
Number of Magazines Published	532,895	529,126	522,481
Number of Music Selections Published	1,209	9,514	6,813
Number of Alphabet Cards Printed	1,750,125	2,750,864	3,347,187
<i>Vacuum-Formed Braille Plate Publications:</i>			
Number of Plates Vacuum Formed	1,342
Number of Pages Printed	564,240	169,941	194,501
Number of Volumes Bound	5,562	1,374	5,089
<i>Large Print Books:</i>			
Number of Plates Made	11,898	16,239	11,016
Number of Titles Published	83	68	59
Number of Pages Printed	14,408,010	10,419,234	8,121,834
Number of Books Bound	48,184	39,504	25,128
Number of Pamphlets Bound	31,564	21,063	20,244
<i>Talking Books:</i>			
Number of Masters Recorded	3,300	3,869	3,682
Number of Books Recorded	169	248	200
Number of Magazines Recorded	262	255	322
Number of Records Pressed	1,556,231	1,807,713	3,159,355
Number of Albums Made (Limited)	1,832	3,620	1,377
Number of Talking Book Containers Made:			
Black Fibre	80,579	164,304	142,800
Number of Reproducers Made	242	96	497
Earphones	350	300	700
<i>Tapes:</i>			
REAL	1,115	1,372	4,947
Tapes Duplicated	11,477	4,725	20,767
<i>Tangible Apparatus Manufactured:</i>			
Maps (Dissected)	71	58	39
Map Easels	16	30	52
Globes 12"	98	269	100
Globes 30"	25	10	14
Globe Mileage Scales, 12"
Globe Mileage Scales, 30"
Map Plaques	337	348
Storage Folders for U. S. Map Group	50	100	100
U. S. Map Groups:			
Plastic	124	137	90
Braille	517
Large Type	696
U. S. Territorial Expansion	49	111
Braille Atlases	3,101
Slates	5,816	7,490	6,496
Plastic Slates	14,761	537	2,575
Braille Erasers (Wooden)	10,584

<i>Tangible Apparatus Manufactured (cont.):</i>	1965-66	1966-67	1967-68
Styluses	5,979	15,733	19,265
Teflon Erasers		1,281	1,142
Perkins Brailers	506	383	485
New Hall Braillewriters and Cases	33	47	36
Lavender Writers	290	194	192
Spelling Frames and Words (sets)	684		
Constructo Sets			200
Cranmer Abacus	1,859	3,872	5,562
Graphic Aid to Mathematics		239	
Mitchell Forms		203	
Braille Clock Faces			196
Braille Clockface Sheets	4,000		5,285
A.P.H. Cubarithm Slates	740	885	
A.P.H. Braille Cubes (sets)	1,120	1,081	
Brannan Cube Slates	221	458	
Brannan Braille Cubes (sets)		588	
Taylor Arithmetic Slates	281		208
Texas Slates			
Kine Multiply Vizr	152		198
Hoff Aids	8	44	10
Brown Slates	375	277	455
Beetz Notation Graphs	70		
Script Writing Boards			526
Signature Guides	522		865
L. T. Writing Paper (lbs.)	11,191	3,235	9,402
Bold Line Writing Paper (lbs.)	9,910	4,156	10,137
Pencil Writing Paper (Pads)	502	754	1,084
Ringed Notebooks	2,789	2,062	2,800
Fillers for Notebooks	5,637	3,290	5,083
Transcribing Paper (rms.)	6,555	5,768	8,467
Brown Braille Uaper (pkgs.)	3,663	2,277	2,555
Perforated Braille Paper			150
Krebs' Binders	5,328	4,701	6,798
Brailon (19-hole) (pkgs.)	300	964	1,693
Brown Braille Paper (19-hole) (rms.)	50		74
Transcribing Paper (19-hole) (rms.)	380	725	1,228
Braille Mailing Tubes		150	200
Glue-down Rulers		582	
Plastic Rulers	1,311		1,392
Raised Line Checkbook	504		526
Desk Top Reading Stand		48	50
Gore Reading Stands	100	97	100
Piano Racks for Partially Seeing	25	50	25
Shafer Reading Stands	50	99	151
Master Cubes			120
Audible Goal Locaters (Stationary)	50	25	34
Portable Goal Locator		25	
Swail Dot Inverter and Pad		497	
Stokes Place Holders	304	207	287
A.P.H.-adapted Tape Recorders	215	287	465
Schott Mathematics Aids:			
Numberaid		183	175
Calculaid	200	129	464
Numberaid with Calculaid		183	100
Fractionaid (Braille)	72	15	
Fractionaid (Large Type)		12	5
Geometraid		116	
Measure Aid — Protractor	30		
Plastislate (Large Type)			
Friction Pad Sets	99		200
Sports Fields Kit	50	99	100
Roughness Discrimination Test	51	100	

BALANCE SHEET

June 30, 1968

ASSETS

GENERAL FUND

CURRENT ASSETS

Cash	\$ 340,718	
Accounts receivable	206,750	
Temporary investments, at cost (market value \$440,362)	436,491	
Inventories		
Finished goods	\$ 927,104	
Work in process	261,079	
Materials	377,791	1,565,974
Supplies		37,892
Prepaid expense		11,124
Total Current Assets		\$2,598,949

FIXED ASSETS

	<i>Cost</i>	<i>Accumulated Depreciation</i>	<i>Book Value</i>
Land	\$ 11,907	\$	\$ 11,907
Buildings	1,813,087	366,353	1,446,734
Machinery	764,868	467,959	296,909
Office equipment	109,577	87,646	21,931
Net Fixed Assets	\$2,699,439	\$ 921,958	1,777,481
TOTAL ASSETS — GENERAL FUND			\$4,376,430

SPECIAL FUNDS

BUILDING FUND

Cash	\$ 2,785
------------	----------

ENDOWMENT FUND

Cash	\$ 34,908
Investments, at cost (market value \$1,487,227)	1,420,809
	1,455,717

SPECIAL GIFTS FUND

Cash	\$ 5,104
Investments, at cost (market value \$102,140)	108,947
	114,051

READER'S DIGEST FUND FOR THE BLIND

Cash	\$ 45,127
Investments, at cost (market value \$813,479)	821,392
	866,519

NEWSWEEK TALKING MAGAZINE FUND FOR THE BLIND

Cash	\$ 17,563
Investments, at cost (market value \$68,800)	69,603
	87,166

TOTAL ASSETS — SPECIAL FUNDS	2,526,238
TOTAL ASSETS	<u>\$6,902,668</u>

LIABILITIES AND NET WORTH

GENERAL FUND CURRENT LIABILITIES

Accounts payable and accrued expenses.....	\$ 432,840	
Unexpected grant funds	56,549	
Total Current Liabilities		\$ 489,389

NET WORTH

Capital investment	\$2,110,991	
Reserve for contingencies	1,776,050	
Total Net Worth		<u>3,887,041</u>

TOTAL LIABILITIES AND

NET WORTH — GENERAL FUND		\$4,376,430
SPECIAL FUNDS		

BUILDING FUND

Principal balance	\$ 2,785	
-------------------------	----------	--

ENDOWMENT FUND

Principal balance	\$1,146,860	
Income balance	308,857	1,455,717

SPECIAL GIFTS FUND

Principal balance	114,051	
-------------------------	---------	--

READER'S DIGEST FUND FOR THE BLIND

Principal		
Editions	\$ 312,493	
Extensions	539,026	
Endowment	15,000	866,519

NEWSWEEK TALKING MAGAZINE

FUND FOR THE BLIND

Principal balance	<u>87,166</u>	
-------------------------	---------------	--

TOTAL LIABILITIES AND PRINCIPALS —

SPECIAL FUNDS		<u>2,526,238</u>
---------------------	--	------------------

TOTAL LIABILITIES AND NET WORTH

\$6,902,668

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

For the Fiscal Year Ended June 30, 1968

CASH BALANCE, JULY 1, 1967	\$ 194,837
----------------------------------	------------

RECEIPTS

From U. S. Government "to provide for the education of the blind"	\$1,160,000
From U. S. Government "to render advisory services"	75,000
Products provided to other agencies	2,029,851
Reader's Digest Fund contributions	524,595
Newsweek Fund contributions	201,231
Special Gifts Fund contributions	23,510
General Endowment Fund contributions	5,028
Reader's Digest Endowment Fund contributions	3,000
Building Fund contributions	38
Interest and dividends received	110,378
Investments liquidated	837,305
Sale of scrap and other income	7,209

TOTAL RECEIPTS	4,977,145
----------------------	-----------

TOTAL CASH AVAILABLE	\$5,171,982
----------------------------	-------------

DISBURSEMENTS

Salaries and wages, other than fund raising and advisory services	\$1,540,261
Materials	820,422
Manufacturing supplies	43,002
General factory overhead	117,653
Shipping supplies	53,461
Research and experimental expense	57,858
Fund raising, labor	45,872
Fund raising, material and supplies	147,190
Administrative and office expense	72,425
Retirement	90,066
Payroll taxes	64,920
I.B.M. operation	46,781
Cost of advisory services rendered	75,000
Investments purchased	1,484,626
Factory and office equipment	76,211
Total	\$4,735,748
Less cash discounts taken	(9,970)

TOTAL DISBURSEMENTS	4,725,778
---------------------------	-----------

CASH BALANCE, JUNE 30, 1968	\$ 446,204
-----------------------------------	------------

COTTON AND ALLEN
CERTIFIED PUBLIC ACCOUNTANTS
LOUISVILLE, KY. 40202

August 23, 1968

American Printing House for the Blind, Inc.
Louisville, Kentucky

Gentlemen:

We have examined the balance sheet of the American Printing House for the Blind, Inc. as of June 30, 1968, and the cash receipts and disbursements for the fiscal year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying balance sheet and statement of cash receipts and disbursements present fairly the financial position of the American Printing House for the Blind, Inc. as of June 30, 1968, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year, and the cash receipts and disbursements for the year then ended.

Respectfully submitted,

COTTON AND ALLEN

DISBURSEMENTS
UNITED STATES GOVERNMENT ACCOUNT

July 1, 1967 — June 30, 1968

Expenditures for Manufacturing:

Services	\$719,963	
Stereograph Metal	10,126	
Vacuum-Form Materials	16,000	
Large Type Film and Plates	18,146	
Printing and Binding Materials	216,186	
Printing and Binding Supplies	7,014	
Talking Book Materials	7,191	
Tape (REAL) Materials	6,271	
Tangible Apparatus Materials	<u>159,103</u>	
		\$1,160,000

Expenditures for Advisory Services:

Salaries and Related Costs	\$ 59,443	
Staff Travel	13,183	
Committee Travel and Expense	<u>2,374</u>	
		75,000
		<u>\$1,235,000</u>

LIST OF THE PUBLIC INSTITUTIONS for the EDUCATION OF THE BLIND IN THE UNITED STATES

The number of pupils, and the amount of quota of each for the year ending June 30, 1968, according to the law of Congress approved March 3, 1879; June 25, 1906; August 4, 1919; December 22, 1927; August 23, 1937; May 22, 1952; August 2, 1956; and September 22, 1961, entitled "An Act to Promote the Education of the Blind":

	January 1967 No. of Pupils	Amount of Quota for the Year Ending June 30, 1968
Alabama Institute for the Deaf and Blind		
Talladega, Alabama	303	\$17,955.55
Alabama State Department of Education		
Montgomery, Alabama	86	5,096.29
Alaska State Department of Education		
Juneau, Alaska	9	533.34
Arizona State School for the Deaf and Blind		
Tucson, Arizona	99	5,866.67
Arizona State Department of Education		
c/o Arizona State School for the Deaf and the Blind		
Tucson, Arizona	57	3,377.78
Arkansas Enterprises for the Blind		
Little Rock, Arkansas	65	3,851.86
Arkansas School for the Blind		
Little Rock, Arkansas	157	9,303.69
Arkansas State Department of Education		
c/o Arkansas School for the Blind		
Little Rock, Arkansas	7	414.82
California School for the Blind		
Berkeley, California	157	9,303.69
California State Department of Education		
Sacramento, California	1,646	97,540.66
Colorado School for the Deaf and the Blind		
Colorado Springs, Colorado	80	4,740.75
Colorado State Department of Education		
Denver, Colorado	158	9,362.96
Oak Hill School		
Hartford, Connecticut	131	7,762.97
Mansfield State Training School and Hospital		
Mansfield Depot, Connecticut	13	770.38
Connecticut State Board of Education and Services for the Blind		
Hartford, Connecticut	307	18,192.58
Delaware Commission for the Blind		
Wilmington, Delaware	13	770.38
Delaware State Department of Public Instruction		
Dover, Delaware	45	2,666.67
Florida School for the Deaf and the Blind		
St. Augustine, Florida	222	13,155.55
Florida Council for the Blind, Rehabilitation Center		
Daytona Beach, Florida	29	1,718.53
Florida State Department of Education		
Tallahassee, Florida	344	20,385.17

	January 1967 No. of Pupils	Amount of Quota for the Year Ending June 30, 1968
Georgia Academy for the Blind		
Macon, Georgia	204	12,088.89
Georgia Rehabilitation Center		
Warm Springs, Georgia	6	355.57
Georgia State Department of Education		
Atlanta, Georgia	281	16,651.85
Diamond Head School		
Honolulu, Hawaii	18	1,066.68
Hawaii State Department of Education		
Honolulu, Hawaii	47	2,785.19
Idaho State School for the Deaf and the Blind		
Gooding, Idaho	16	948.16
Idaho State Department of Education		
c/o Idaho State School for the Deaf and the Blind		
Gooding, Idaho	9	533.34
Illinois Braille and Sight-Saving School		
Jacksonville, Illinois	213	12,622.22
Hope School		
Springfield, Illinois	13	770.38
Illinois Visually Handicapped Institute		
Chicago, Illinois	46	2,725.93
Illinois State Department of Public Instruction		
Springfield, Illinois	650	38,518.49
Indiana School for the Blind		
Indianapolis, Indiana	203	12,029.63
Muscatatuck State School		
Butler, Indiana	22	1,303.71
Indiana State Department of Public Instruction		
Indianapolis, Indiana	201	11,911.11
Iowa Braille and Sight-Saving School		
Vinton, Iowa	130	7,703.71
Iowa Commission for the Blind		
Des Moines, Iowa	22	1,303.71
Woodward State Hospital School		
Woodward, Iowa	15	888.89
Iowa State Department of Public Instruction		
Des Moines, Iowa	118	6,992.60
Kansas School for the Blind		
Kansas City, Kansas	138	8,177.78
Kansas Rehabilitation Center for the Adult Blind		
Topeka, Kansas	11	651.86
Kansas State Department of Public Instruction		
Topeka, Kansas	200	11,851.85
Kentucky School for the Blind		
Louisville, Kentucky	146	8,651.85
Frankfort State Hospital and School		
Frankfort, Kentucky	10	592.59
Kentucky State Department of Education		
Frankfort, Kentucky	61	3,614.82
Louisiana State School for the Blind		
Baton Rouge, Louisiana	97	5,748.15
Louisiana State School for the Blind		
Southern University		
Baton Rouge, Louisiana	76	4,503.71
Pinecrest State School		
Pineville, Louisiana	26	1,540.75
Louisiana State Department of Education		
Baton Rouge, Louisiana	122	7,229.63

	January 1967 No. of Pupils	Amount of Quota for the Year Ending June 30, 1968
Pineland Hospital and Training Center		
Pownal, Maine	7	414.82
Maine State Department of Education		
Augusta, Maine	100	5,925.93
Maryland School for the Blind		
Baltimore, Maryland	296	17,540.73
Mary G. Ziegler School		
Laurel, Maryland	10	592.59
Maryland State Department of Education		
Baltimore, Maryland	212	12,562.96
Perkins School for the Blind		
Watertown, Massachusetts	279	16,533.33
Boston Center for Blind Children		
Boston, Massachusetts	20	1,185.19
Walter E. Fernald State School		
Waverly, Massachusetts	10	592.59
Massachusetts State Department of Education		
Boston, Massachusetts	341	20,207.40
Michigan School for the Blind		
Lansing, Michigan	230	13,629.63
Rehabilitation Institute		
Detroit, Michigan	9	533.34
Michigan State Department of Education		
Lansing, Michigan	572	33,896.27
Minnesota Braille and Sight-Saving School		
Faribault, Minnesota	97	5,748.15
Minnesota State Department of Education		
St. Paul, Minnesota	252	14,933.33
Mississippi School for the Blind		
Jackson, Mississippi	162	9,599.99
Mississippi State Department of Education		
Jackson, Mississippi	23	1,362.97
Missouri School for the Blind		
St. Louis, Missouri	177	10,488.89
Missouri State Department of Education		
c/o Missouri School for the Blind		
St. Louis, Missouri	120	7,111.11
Montana School for the Blind		
Great Falls, Montana	37	2,192.59
Montana State Department of Education		
Helena, Montana	21	1,244.45
Nebraska School for the Visually Handicapped		
Nebraska City, Nebraska	80	4,740.75
Nebraska State Department of Education		
Lincoln, Nebraska	50	2,962.97
Nevada State Department of Education		
Carson City, Nevada	30	1,777.79
Crotched Mountain Rehabilitation Center		
Greenfield, New Hampshire	9	533.34
New Hampshire State Department of Education		
Concord, New Hampshire	74	4,385.19
New Jersey Commission for the Blind		
Newark, New Jersey	705	41,777.75
New Jersey State Department of Education		
Trenton, New Jersey	96	5,688.89
New Mexico School for the Visually Handicapped		
Alamogordo, New Mexico	85	5,037.04

	January 1967 No. of Pupils	Amount of Quota for the Year Ending June 30, 1968
New Mexico State Department of Education		
c/o New Mexico School for the Visually Handicapped		
Alamogordo, New Mexico	16	948.16
New York Institute for the Education of the Blind		
New York, New York	166	9,837.04
New York State School for the Blind		
Batavia, New York	179	10,607.41
Lavelle School for the Blind		
New York, New York	183	10,844.44
New York State Department of Education		
Albany, New York	1,341	79,466.60
Governor Morehead School		
Raleigh, North Carolina	358	21,214.79
Murdoch Center		
Butner, North Carolina	12	711.12
North Carolina State Commission for the Blind		
Raleigh, North Carolina	27	1,600.01
North Carolina State Department of Public Instruction		
Raleigh, North Carolina	165	9,777.78
North Dakota School for the Blind		
Grand Forks, North Dakota	34	2,014.82
North Dakota State Department of Public Instruction		
Bismarck, North Dakota	6	355.57
Ohio State School for the Blind		
Columbus, Ohio	198	11,733.33
Ohio State Department of Education		
Columbus, Ohio	661	39,170.34
Oklahoma School for the Blind		
Muskogee, Oklahoma	104	6,162.97
Oklahoma State Department of Education		
Oklahoma City, Oklahoma	46	2,725.93
Oregon State School for the Blind		
Salem, Oregon	97	5,748.15
Oregon State Department of Education		
Salem, Oregon	170	10,074.07
Overbrook School for the Blind		
Philadelphia, Pennsylvania	283	16,770.36
Western Pennsylvania School for Blind Children		
Pittsburgh, Pennsylvania	214	12,681.48
Royer-Greaves School for the Blind		
Paoli, Pennsylvania	70	4,148.15
Upsal Day School		
Philadelphia, Pennsylvania	38	2,251.86
Pennsylvania State Department of Public Instruction		
Harrisburg, Pennsylvania	748	44,325.89
Rhode Island State Department of Education		
Providence, Rhode Island	139	8,237.04
South Carolina School for the Deaf and the Blind		
Spartanburg, South Carolina	139	8,237.04
South Carolina State Department of Education		
Columbia, South Carolina	100	5,925.93
South Dakota School for the Blind		
Aberdeen, South Dakota	41	2,429.64
South Dakota Service to the Blind		
Sioux Falls, South Dakota	11	651.86
South Dakota State Department of Public Instruction		
Pierre, South Dakota	15	888.89
Clover Bottom Hospital and School		
Donelson, Tennessee	9	533.34

	January 1967 No. of Pupils	Amount of Quota for the Year Ending June 30, 1968
Tennessee School for the Blind		
Nashville, Tennessee	195	11,555.55
Tennessee State Department of Education		
Nashville, Tennessee	182	10,785.18
Texas School for the Blind		
Austin, Texas	231	13,688.89
Moody State School for Cerebral Palsied Children		
Galveston, Texas	2	118.53
Texas Education Agency		
Austin, Texas	577	34,192.57
Utah School for the Deaf and Blind		
Ogden, Utah	69	4,088.89
Utah State Department of Education		
Salt Lake City, Utah	42	2,488.89
Vermont State Department of Education		
Montpelier, Vermont	20	1,185.19
Virginia School for the Deaf and Blind		
Staunton, Virginia	151	8,948.15
Virginia School at Hampton		
Hampton, Virginia	67	3,970.38
Virginia Commission for the Visually Handicapped		
Richmond, Virginia	11	651.86
Virginia State Board of Education		
Richmond, Virginia	256	15,170.37
Washington State School for the Blind		
Vancouver, Washington	128	7,585.19
Washington State Department of Public Instruction		
Olympia, Washington	222	13,155.55
West Virginia School for the Deaf and Blind		
Romney, West Virginia	121	7,170.37
Colin Anderson Center		
St. Marys, West Virginia	6	355.57
West Virginia State Department of Education		
Charleston, West Virginia	102	6,044.45
Wisconsin School for the Visually Handicapped		
Janesville, Wisconsin	164	9,718.52
Wisconsin State Department of Public Instruction		
Madison, Wisconsin	130	7,703.71
Wyoming State Department of Education		
Cheyenne, Wyoming	44	2,607.41
Pilot School for Blind Children, Inc.		
Washington, D. C.	14	829.64
District of Columbia Public Schools		
Washington, D. C.	38	2,251.86
Instituto Loaiza Cordero Para Ninos Ciegos		
Santurce, Puerto Rico	96	5,688.89
Puerto Rico Department of Education		
Hato Rey, Puerto Rico	3	177.79
Canal Zone Division of Schools		
Balboa Heights, Canal Zone	1	59.27
	19,575	\$1,160,000.00





